

Ditton Lodge Community Primary School
(subject to annual review)

Lettings Policy and Booking Form

Ditton Lodge Community Primary School Letting Policy

Hire Details

A member of staff will open up the building at your arrival time and lock up at the end. The only areas of the school available for hire are the Main Hall and playing field. Hire is subject to a member of staff being available to lock/unlock. Keys may be issued subject to the Headteacher's approval.

Use of equipment provided free of charge:

- Overhead projector and screen
- Chairs
- Tables
- Tea Spoons
- Crockery
- Glasses

Facilities available for extra cost:

- Catering
- Light refreshment
- Staging (Only in main hall)

No other facilities or equipment is available for use

Hire Costs (please add £10 keyholder charge per session)

Facility	Rate for 1 st hour
New hall	£15
Old hall	£15
Playing Field (no facilities)	£9

All other requirements can be negotiated at the time of booking.

Ditton Lodge Community Primary School Lettings Policy

Conditions for Regular and Single Users:

1. HIRE ADMINISTRATION

Booking Forms

All applications for the hire and use of the School must be made with the Lettings Facilitator or school office and by completing a booking form.

Booking Times

Times must be strictly adhered to. If you leave early you must make the necessary security arrangements. Never leave the building unattended, always hand over to another user or the caretaker. If your group is not coming in please give at least 24 hours notice to the Lettings Facilitator or school office otherwise you will be charged. If you wish to change your regular hours please contact the Lettings Facilitator or school office.

Hire Charges

Hire charges may be increased with 28 days notification to meet rising costs. Hirers will be invoiced each term, payable by cheque sent directly to the school office. Charges are made from the time access is required for preparation until the area is cleared after use. A minimum of half-hour charges are made, rounded up as appropriate. For regular users (more than 10 meetings per year booked at any one time) payment is to be made within 28 days of receipt of an invoice. Failure to pay could result in the cancellation of bookings. For single users payment must be made in full at time of booking.

Cancellation

The hirer will be required to give notice of half a term to cancel the use of any rooms used by them on a regular basis. The Head and Governing Body reserve the right to cancel any booking in the event of unforeseen circumstances.

Contact Person

Please let us know if your organiser or contact person or treasurer changes so that we can keep our records up to date.

Parking

The school car park is available for users. Users of the site park at their own risk.

Block Bookings

Enquiries for regular use will be referred to the Letting Facilitator to assess requirements and availability. Block bookings will be renewed annually to ensure use of the premises is in line with priorities for the local area. Groups will be involved with this as required.

2. HEALTH AND SAFETY

Safety and Evacuation Procedures

Particular attention is drawn to the need to observe safety regulations. Please read the notices displayed on the wall around school and do not block or lock any fire exits. Familiarise yourself with procedures and the location of fire appliances and exits. Fire drills will be undertaken from time to time. Please evacuate the building whenever the alarm sounds and assemble in front of the school.

Security

Never leave the building unattended. There must be a hand-over to another group, caretaker or letting facilitator. Please advise all members of your group that they must look after personal property. The Governing Body cannot be held responsible for any loss or damage to property or accidents occurring during the occupation of the premises. Please turn all lights off if you are the last group to use an area.

Electrical Appliances

All electrical appliances on site must have a safety certificate. If groups use any of their own electrical equipment, please inform the letting facilitator or school office.

First Aid

Group should have their own first aid supplies. Please make sure that all group members are aware of this and have access to a mobile phone. The nearest public telephone box is outside the village post office (at the end of the school cross the road via the crossing, turn left continue straight for approx 1/3 mile).

Accidents

All accidents must be reported to the school office within 24 hours and appropriate documents should be completed.

Insurance

Groups should have their own insurance to cover public liability, equipment and damage as appropriate; along with any necessary licences. Proof of insurance cover will be required before a booking is taken.

Smoking

There is a no smoking policy for the whole site. Smoking is not permitted in the School or grounds. Any group contravening this ruling will not be permitted to use the school again.

3. USE OF THE PREMISES

Equipment

School equipment cannot be used, borrowed or hired. Hirers use their own equipment on site at their own risk.

Storage

There is no storage on site.

Damage

- Any damage discovered or caused by your group must be reported to the school office within 24 hours and groups will be charged for repair or replacement

Cleanliness

Cleanliness is essential. Each group is responsible for cleaning up any mess after their session.

Rights

The Governing Body and headteacher reserve the right to refuse any booking.

All lettings are subject to approval.

